

GUIDE STEPS FOR PHASED OUT STUDENTS (F-6)

This form is used to determine if the required procedures were followed before a student was phased out of special education services. The following is a guide for the number of files to review using the F6.

No. of phased out students	Less than 10	More than 10
No. of files using F6	2-4	4-7

Information from the F6 must be transferred to the Summary of Findings. If a computer is used for data entry, the program will automatically insert the information into the SOF. If data are to be recorded by hand, the information from the F6 must be transferred to the Summary of Findings by hand.

Question	Instructions
No Citation	<p>The determination of whether the student has been appropriately reevaluated must be made.</p> <p>Method: Use the evaluation/reevaluation portions of an F-1 and F-2 to determine if the reevaluation met the requirements. The results should be incorporated into the results for all other files reviewed using the F-1 and F-2.</p>
II.B.16	<p>In order to determine that a student is no longer in need of or eligible for special education services, a reevaluation must be conducted and the eligibility (non-eligibility) determination documented. This must occur before the cessation of services.</p> <p>Method: Identify the date of the cessation of services. The IEP team must have conducted a reevaluation within 30 days prior to the decision to dismiss the student from special education. If necessary for an appropriate transition, services may extend for a longer period of time.</p> <p>The decision of the IEP team may be based on existing information or on newly administered tests or assessments.</p>
II.B.17	<p>Special education eligibility must be maintained by the LEA even after the student has exited the program.</p> <p>Method: Ask the administrator in charge of special education files where information on phased out students is maintained. The monitor may request to see files if necessary to confirm the file maintenance.</p>
II.B.11	<p>Once a student has been phased out of special education, the LEA must remove the student from the special education census so that appropriate funding is maintained.</p> <p>Method: Determine if the LEA has removed the student from the census. If no withdrawal date is indicated, mark this item O. If the student has been withdrawn OR the student does not appear on the census, mark this item I.</p>